

USDA FOODS (COMMODITIES) - FREQUENTLY ASKED QUESTIONS

How do I order USDA Foods?

If your agency submits a contract by the deadline and is approved, you will receive a packet of instructions towards the end of April. You will need to order your USDA Foods through the *Wisconsin USDA Foods Ordering System*. Within the packet of information, you will receive instructions on how to place your order through the Internet. **TO PLACE THE ORDER AND RECEIVE USDA FOODS, YOU WILL NEED TO ACCESS THE SYSTEM FROM MAY 3- MAY 10, 2016.**

After my order is placed, how do I receive the USDA Foods?

Paper copies of the USDA Foods orders **will not be mailed out**. After May 15, 2016, eligible agencies will be responsible for accessing the *Wisconsin USDA Foods Ordering System* to print out a copy of the USDA Foods order. The 3rd week of May 2016, instructions for the receiving procedures will be mailed out.

What is the difference between the value of products, the handling charge, and the processing fee?

The value of the product is what is subtracted from your total available entitlement dollars. The number of meals served at your facility determines your entitlement. The handling charge is the amount your agency pays to DPI for the storage and handling of the product. The processing fee is the amount your agency pays for the processing of the products that are identified with product codes beginning with 'C'. The processing fee cost is included with the handling charge cost per product in the *Wisconsin USDA Foods Ordering System*.

What is a "bonus" USDA Food?

Bonus means that the VALUE is not subtracted from your available entitlement. The value is given to you. However, you still have to pay the handling fees associated with this product.

What is the handling charge rate?

For the summer 2016, the handling charge rate is \$.0247/gross weight pound for pick-up of USDA Foods. If you choose to have your USDA Foods delivered the handling charge rate is \$.0528/gross weight pound. You will pay this amount for each item your agency orders and receives, in addition to any processing fees for the processed products your agency orders and receives.

What are my distribution options for receipt of the USDA Foods?

Delivery: Participating agencies can select delivery by the state-contracted trucking company, Midwest Perishables, Inc. (MPI), to one drop-off point per agency. When this delivery option is chosen, it is the participating agency's responsibility to have personnel available to off-load the truck.

Pick-up: Participating agencies may arrange to pick-up the USDA Foods from the designated state-contracted warehouse. There are currently two (2) state-contracted warehouse facilities (northern region or southern region). Participating SFSP agencies are assigned to the northern region warehouse or southern region warehouse based on the county assignment. A chart of the warehouse region assignment by county is available on page three (3) and four (4) of the *Policy and Procedures for the Wisconsin USDA Foods Program* document and is available:

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/dfpolicyproced.doc>.

For the Northern Region:

Central Storage and Warehouse, Eau Claire
Dry Storage: 800 Wisconsin St., Bldg. 18
Cold Storage: 2650 Fortune Drive
Eau Claire, WI 54703

For the Southern Region:

Central Storage and Warehouse - Madison
4309 Cottage Grove Road
Madison, WI 53716

For agencies that also participate in the National School Lunch Program during the school year and are using a commercial distributor for delivery of USDA Foods during the school year, the commercial distributor may pick-up the USDA Foods from the state-contracted warehouse. However, for the Summer Food Service Program, DPI **does not** arrange this process or provide the USDA Foods order information to the distributor. Therefore, agencies wanting this option are responsible for providing the USDA Foods order information to the distributor and for contacting/notifying the warehouse to authorize the distributor to pick-up the USDA Foods.

How do I order if I am offered more or less of what our agency can actually utilize?

ORDER ONLY WHAT YOUR AGENCY CAN UTILIZE WITHIN YOUR PROGRAM SERVING DAYS. If you think you will use less or none of particular USDA Foods offered, and then order quantities accordingly. IT IS IN YOUR AGENCY'S BEST INTEREST TO ORDER ONLY WHAT YOU CAN USE IN YOUR PROGRAM. IF YOU HAVE PRODUCT LEFT OVER AT THE END OF YOUR PROGRAM, YOU WILL BE FULLY RESPONSIBLE TO FIND AN AGENCY TO TRANSFER THE USDA FOODS TO.

After our Summer Food Service Program has completed its term, what will our responsibilities be?

Your agency will need to access the *Wisconsin USDA Foods Ordering System* and print off a copy of the "Commodity Allocation and Receipt Summary" report that summarizes the value of USDA Foods your agency received for your Summer Food Service Program. You may keep this on file for record purposes. The ultimate goal should be to have '0' left in inventory of all USDA Foods at the end of your program term this summer. If you however, have product leftover you will be responsible for transferring the USDA Foods to an eligible agency, such as a school.

For more information regarding the USDA Foods Distribution Program, please visit the DPI website:

<http://dpi.wi.gov/school-nutrition/usda>.